

## APPENDIX C

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### STATE OF MISSOURI ADMINISTRATIVE POLICY

POLICY TITLE: <b>State Vehicles</b>	AUTHORIZED BY:
POLICY: <b>SP-4</b>	PAGE: <b>8 of 10</b>
ISSUED: <b>January 2002</b>	REVISED:

#### Preventative Maintenance Schedule

##### **Day to Day:**

1. Walk around the vehicle each day visually checking for body damage, lost/stolen license tags, tire condition and air pressures.
2. Check all under hood fluid levels at least every other fuel fill up.

##### **Service Level I (5,000 miles or 3,000 miles for heavy-use vehicles):**

1. The engine oil is to be drained from the crankcase and replaced with new quality energy conserving motor oil.
2. The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations.
3. The air filter is to be cleaned or replaced.
4. The upper/lower ball joints and steering linkage is to be lubricated and inspected.
5. The tires are to be checked for proper air pressure and rotated according to the pattern set forth in the vehicle owner's manual.
6. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or McPherson struts, exhaust system, windshield wipers.
7. A check of all fluid levels, including but not limited to radiator, power steering, brake, transmission and windshield washer. Levels are to be topped off where necessary.
8. All running and turning lights will be checked and corrected if needed.

##### **Service Level II (25,000 miles or 18,000 miles for heavy-use vehicles):**

1. All items contained in Service Level I.
2. A "wheels off" inspection of all four brakes and components.
3. Rear wheel bearings are to be cleaned, inspected and repacked with a quality energy conserving grease.
4. Replace the air filter, fuel filter, PCV valve and spark plugs. The parts used are to meet or exceed the manufacturer's recommendations.
5. Change transmission fluid and filter.